

2008-106 AUDIT SCOPE AND OBJECTIVES—County Registrar’s Training of Poll Workers

The audit by the Bureau of State Audits will provide independently developed and verified information related to the county registrars’ training of poll workers and would include, but not be limited to, the following:

1. Review and evaluate the laws, rules, and regulations significant to the audit objectives.
2. Determine the role of the SOS in providing guidelines or standards to county registrars’ offices, including those for the training of poll workers. Review the applicable training guidelines or standards established and the information provided to county registrar offices and determine whether those guidelines meet the requirements set in law and regulations.
3. Determine whether the training guidelines established by the SOS are updated periodically or as necessary based on changes in law and whether the guidelines address the rights of DTS voters. Determine whether the SOS has any oversight in ensuring that training guidelines are adhered to.
4. Select a representative sample of eight counties, including Los Angeles and Kings, to identify the following:
 - a. The training methods used to train poll workers.
 - b. The format, amount, and timing of the training provided.
 - c. The instructors used for training programs.
 - d. The frequency of training provided.
5. For the sample of at least eight counties, review the training programs to determine what information is provided and if it complies with the guidelines provided by the SOS and the law, including information related to provisional voting, DTS voters, disabled voters, and voters who are not proficient in English.
6. For the sample of county training programs reviewed, determine how often the training program is updated and reasons for the updates. Also, determine whether or not returning poll workers are required to participate in the updated training.
7. Determine how each county assesses whether poll workers are effectively trained and can deal with any situations or issues that may arise on election day.

Determine if counties identify issues that arose during past election days when reviewing and updating the training programs.

8. Review the information that each sampled county provides poll workers and voters to determine if the counties identify what voters can do when they receive incorrect information regarding voting rights or when voters believe that poll workers provide them with misinformation. Determine what action the county takes when it receives complaints from voters.
9. Determine how each county reviewed determines the number of poll workers to assign to each polling place to ensure they can properly assist voters on election day and handle any issues that arise.